



# BAR HILL COMMUNITY ASSOCIATION (BHCA)

## Registered Charity # 1195382

### Meeting Minutes

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| <b>Date:</b>       | Tuesday, 9th January 2024  |  |
| <b>Time:</b>       | 7:30 pm  |  |
| <b>Location:</b>   | The Fox, Gladeside. CB23 8DY   |  |
| <b>Called By:</b>  | Andy Pellew (Chair of Trustees)  |  |
| <b>Summary:</b>    | Scheduled Monthly Charity Trustee Meeting<br><br><a href="https://bit.ly/bhca-shared-calendar">https://bit.ly/bhca-shared-calendar</a>   |  |
| <b>Note Taker:</b> | Jenni Foster-Smith (Secretary)   |  |
| <b>Documents:</b>  | REF01 Minutes of the meeting held on 12th December 2023.pdf<br>REF02 Action List - 60-day Report.pdf<br>REF03 Financial Update - December 2023.pdf<br>REF04 Donation Request - Bar Hill Memorial Garden.pdf<br>REF05 Bar Hill Library Project - Europe Challenge 2024.pdf<br>REF06 Europe Challenge - Information Pack.pdf<br>REF07 Kindlink - Andy your CRM is getting restricted.pdf |  |

### Open Forum Notes

| Ref | Notes                                      |
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| OF1 | Residents/ Groups in attendance:<br>Notes: |

### Notes for Agenda Items

| Ref | Notes   |
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| 01  | Apologies for absence – <b>Hilary Whipp</b> (HW, Treasurer), <b>Richard Hayden</b> (RH), <b>Barry Dean</b> (BD) |

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|    | <p>Present &lt;Name&gt; (&lt;Initials&gt; [, &lt;Position&gt;] [, &lt;Committee Chair's&gt;]:</p> <p>BHCA Trustees:</p> <p><b>Andy Pellew</b> (AP, Chair of Trustees, Phone Box Library), <b>Anthony Mitchell</b> (AM, Vice Chair), <b>Bunty Waters</b> (BW), <b>Jo Hall</b> (JH), <b>Kate Da Costa</b> (KDC, Fête &amp; Festival), <b>Jenni Foster-Smith</b> (JFS, Secretary, Parks &amp; Recreation)</p> <p>Volunteers/Members/Local Residents:</p> <p><b>Karen Hayden</b> (KH)</p> |
| 02 | <p>Minutes of meeting on 12th December 2023</p> <p>Proposer:AM<br/>Seconder: JH</p> <p>Fundraiser role - AP circulated advert for role.<br/>Barclays haven't been great, sending many forms, then they send a letter saying they have sent the wrong form. Bulk of money in Barclays.</p>   |
| 03 | Review of Action Log actions  |
| 04 | <p>Declaration of Interests:</p> <p>Bar Hill Parish Council: Bunty Waters, Anthony Mitchell, Jo Hall<br/>Bar Hill Residents Association: Andy Pellew, Bunty Waters, Jo Hall, Anthony Mitchell</p>   |
| 05 | (chair updates)<br>Quiet month  |
| 06 | <p>Financial Update.</p> <p>AP has suggested a new way of doing the financial report, he needs to discuss this with HW. We want the budget, and then what is left in the budget. The current format isn't straightforward.</p> <p>It will be quicker for HW to put together and more relevant for the charity.</p> <p>Proposer: AP Seconder: AM</p>   |
| 07 | <p>(committee updates);</p> <p><b>Bar Hill News</b> (AP): No update</p> <p><b>Phone Box Library</b> (AP): No update</p> <p><b>Fête &amp; Festival</b> (KB): 13th July, will always be the 2nd Saturday of July (for as long as KDC is running the fete).</p> <p>KDC has contacted the Parish clerk to book the village green.</p> <p><b>Christmas event</b> (BD): Christmas tree has been taken down.</p>   |

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|    | <p><b>Wellbeing Walks</b> (AP): AP got nice photos of the walk by the river (before Christmas). Usually get 3 or 4 people to attend, however the weather is affecting attendance.</p> <p><b>Parks &amp; Recreation</b> (JFS). AM contacted the manager of the works. He would like to arrange some of us to go to the new businesses and introduce ourselves, maybe one of us from each committee.</p>   |
| 10 | <p>Donation Request from Chris Stannard in relation to the Bar Hill Memorial Garden (between the Octagon and Parish Council Offices).</p> <p>Applied for a community grant from south cambs, but still £300 short. Donate £150 from BHCA, then suggest £150 requested from Parish council.</p> <p>Proposer: BW<br/>Seconder: AP</p> <p>Action: Grant request form needs creating. Include on it 'who else have you asked funding for'.</p> <p>Article in BHN about donating to the memorial garden.</p>  |
| 11 | <p>Europe Challenge 2024 library project</p> <p>Library has applied for a European grant, they received it. One of 55 libraries in Europe that has been awarded £10,000. They can spend it in the community, about bringing the community together. For example, using the Octogan as a hub for food events.</p> <p>AP attending as event about it on the 16th April.</p> <p>Regional library manager and the manager at Bar Hill are in charge of it.</p> <p>Action: AP to pass on KDC college email address, as there are internships/students that could help with events. The students could volunteer.</p> <p>AP has set up an email address for the BHCA, where all requests for grants etc come in, if anyone wants to be included let AP know.</p> <p>AP nor BW have seen the grant proposal that the library submitted, so at the moment it is unclear what the money will be spent on.</p> |
| 12 | <p>HMRC Update - We are now able to claim Gift Aid</p> <p>We are able to claim Gift Aid on ALL donations we have received as a Charity so far - with the exception of "gifts in kind" which we cannot claim anything back on.</p> <p>PROPOSAL: AP is the only signatory, a second trustee would be useful</p> <p>AM and KDC can be signatories, may be worth JFS to be one as she can apply</p>  |

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|    | <p>for gift aid relating to the trim trail donation.</p> <p>Proposer: AP<br/>Seconder: BW</p> <p>Paypal gift aid gave is £150 last month.</p>  |
| 13 | <p>Kindlink - This is a volunteer/ donor relationship management system that we signed up for when it was free but never used.</p> <p>It is about to start charging at £9.99 per month. Difficult to get £120 worth of use from it, so we think we should stop this service.</p> <p>PROPOSAL: We delete our account as we've never used it.</p> <p>Proposer: AP<br/>Seconder: BW</p>   |
| 97 | <p>Any Other Business (inc. Agenda items for future meetings):</p> <p>AM went into Greggs, they have two charitable donations. One is the donation of food. Kevin Potts runs the food bank in Bar Hill (for the Church), he wants to apply together for this funding.</p> <p>The other funding is for community projects, for school equipment, play equipment etc. AM and JFS will apply for this grant. Action: JFS to arrange a date/time with AM.</p> <p>KDC is going into the school to talk to the children about the BHCA and the fete.</p> <p>Two people need to count the money that was raised at the Christmas event.</p> <p>AM needs a formal invitation to the NHS from KDC to have a stall at the fete.</p> <p>RH is going to put together a list of all the businesses in Bar Hill.</p> <p>Carol, who arranges the community market, needs to confirm the date for the market near Christmas, so the BHCA know when the tree needs to be ordered for. KDC sending AP Carols email address. It might be the 1st or 2nd of December.</p> <p>-</p> |

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| 98 | Date of Next Meeting<br><br>PROPOSED Tuesday, 13th February @ 19:30 in The Fox |
| 99 | Meeting closed at <b>20:21</b>   |

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| Dated: <b>09 - JAN - 2024</b><br><br> | Dated: <b>09 - JAN - 2024</b><br><br> |
| Jenni Foster-Smith (Secretary)   | Andy Pellew (Chair of Trustees)   |